EDE Processing

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Introduction

This section provides a more detailed description of the Electronic Data Exchange (EDE) process. It provides instructions for each of the individual processes within EDE.

Electronic FAFSA

The Electronic Free Application for Federal Student Aid (FAFSA) process allows destination points to enter FAFSA data and send it to the Central Processing System (CPS) for processing. The FAFSA data can be collected on either a paper Renewal FAFSA or the FAFSA. Once processed by CPS, the results of the Electronic FAFSA are transmitted back to the destination point.

The FAFSA data is submitted in the EAPS05IN message class and returned in the IDAP05OP message class.

FAA Access to CPS Online allows Financial Aid Administrators (FAAs) to enter and transmit FAFSA information using the Internet. However, schools may choose to develop their own software instead. The remainder of this section includes specifications for developing software to provide the required electronic FAFSA functions.

Electronic FAFSA Process

The Electronic FAFSA process involves five steps:

1. The student submits a completed and signed paper FAFSA to the school.

2. The information on the FAFSA is key-entered.

3. The FAFSA data is edited and corrected until a clean data file is created. The data elements for each field must be in the valid range with no inconsistencies in the data. The CPS edits the data for inconsistencies. For example, if a student indicates a marital status of single, yet provides income earned from work for student and spouse, an edit is triggered at CPS.

4. The file is formatted and transmitted to CPS via the Student Aid Internet Gateway (SAIG).

5. Processed FAFSA records are transmitted back to the destination point as Institutional Student Information Records (ISIRs) under the message class IDAP05OP.

Receiving the Completed Paper FAFSA or Paper Renewal FAFSA

Schools participating in Electronic Applications must have their students complete and sign paper FAFSAs or paper Renewal FAFSAs. The Department of Education (ED) provides the FAFSA forms. The completed and signed document must be kept on file at the school. If a student submits a paper Renewal FAFSA to the school, the Renewal FAFSA should be submitted to the CPS as a FAFSA.

Entering and Formatting the FAFSA Information

As part of the FAFSA entry and formatting, you are responsible for ensuring that the data meets the field-by-field criteria provided in the 'Valid Field Contents' column of the FAFSA Application Export Record Layout. The record created by your system or software must adhere to the record layout provided in the Record Layout section with the addition of a Carriage Return/Line Feed (CR/LF, ASCII 13, 10 HEX 0D, and 0A respectively) at the end of each record. Use of an end-of-file mark (ASCII 26 or HEX 1A) is optional. FAFSAs with invalid dates or formats are rejected.

Transmitting the Records

Use EDconnect, the transmission software provided by ED, to format your data records and transmit them over SAIG.

New for 2004-2005! CPS no longer performs batch processing; therefore, there is no need for a batch CPS Header and CPS Trailer record to surround your data records.

Receiving Processed Records

You receive your processed FAFSA records in ISIR format in the IDAP05OP message class.

Note: See the Printing section for more information on printing ISIRs.

Rejected FAFSA Records

There may be instances when CPS does not accept your records for processing. CPS returns a rejected electronic FAFSA error report to you in the message class EAPR05OP. The Record Layouts section contains the EDE Record Level Error Report Import Record Layout. The

Processing Codes section contains additional information on the reject reasons found in the record layout.

There are two categories of rejections for submitted FAFSA records:

Transaction Rejects – A transaction reject prevents the FAFSA record from being processed. If a record is rejected for one or more reasons, an error report is returned to the school in message class EAPR05OP (see the EDE Record Level Error Report Import Record Layout in the Record Layouts section) and no ISIR is created. These rejects are also known as record level rejects.

Compute Rejects – CPS contains a series of edits that evaluate data on incoming FAFSA records for consistency and completeness. These edits apply to all data from electronic and paper input. An Expected Family Contribution (EFC) is not computed for a FAFSA rejected for a compute reject reason. However, an ISIR is produced. ISIRs with a compute reject are also returned in the IDAP05OP message class. The reasons for the compute reject are coded on the ISIR. Refer to the Processing Codes section for information on interpreting these reject codes.

There are two types of FAFSA compute reject reason codes:

- **Numeric:** Certain data items MUST be corrected before a valid ISIR can be generated (Non-Verifiable).

- **Alphabetic:** Certain data items MUST be either corrected or verified before a valid ISIR can be generated (Verifiable). An alpha reject reason code is a verifiable data element, meaning the data given is questionable but could be correct.

In the paper system, a student can verify a data field by re-entering the same information in the Student Aid Report (SAR) correction column for the field in question. In the electronic process, the school verifies the data (re-enters the data as a "correction") and transmits the Correction record to CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes section.

A student's record will not have an EFC if the record contains questionable data and has a FAFSA reject reason code(s). The reject reason code(s) are found in positions 690 through 703 on the ISIR. The Table of Reject Codes and how to Respond to Each is found in section 4 of this technical reference.

PIN Requests

Schools can request that a PIN be sent to eligible applicants instead of the paper Renewal FAFSA. The PIN allows students to access their electronic 2004-2005 Renewal FAFSA data on the Web. Renewal FAFSAs may be available for returning students and display the 2003-2004 information. The student either verifies that the 2003-2004 information is still correct for 2004-2005 or updates the information on file at CPS.

Renewal PIN Request Process

There are two options available to request that a PIN be sent to a student instead of the paper Renewal FAFSA:

1. Make a PIN request via FAA Access to CPS Online.

2. Type 2 Individual PIN Request - This request is sent via SAIG. You will need to create a file that contains the Type 2 Individual PIN Request Export and PIN Error Import Record Layout. This layout is found in section 3, Record Layouts.

Each destination point will receive a report in the format of the RAPP PIN/Print Notification layout, found in section 3, Record Layouts. This report will identify renewal eligible students who received a paper Renewal FAFSA, a PIN, or neither.

If a student returns a completed Renewal FAFSA to the school, the data can be entered, edited, and transmitted to CPS as if it were a FAFSA.

For more information on PIN requests, please refer to section 1, Overview, in this technical reference and to the *Renewal Application Data (RAD) Process Guide*. The *RAD Process Guide* contains additional information regarding changes to the Renewal FAFSA process and can be found on the U.S. Department of Education's Federal Student Assistance Download (FSAdownload) Web site located at **FSAdownload.ed.gov** as well as on Information for Financial Aid Professionals (IFAP) Web site, located at **ifap.ed.gov**.

ISIR

The ISIR is a fixed-length record containing reported information from the FAFSA, as well as key processing results. The ISIR is sent electronically to institutions where the student has indicated they plan to attend. Generally, all information printed by the CPS on the paper SAR is coded in the ISIR file.

Note: The average CPS processing time is between 48-52 hours.

NSLDS Data

The ISIR includes National Student Loan Data System (NSLDS) information, which is located at the end of the ISIR Record Description.

ISIR Receipt Process

ISIR records are transmitted by CPS to the SAIG. Descriptions of the contents of the ISIR record are in the Record Layouts section. CPS Header and Trailer records are no longer included in the files.

ISIR Types

There are three reasons why CPS produces an ISIR:

- ISIRs are generated daily in response to FAFSAs or corrections entered by you or at a site other than your school or state agency. ISIRs are sent to school destination points in the IDAP05OP and IDCO05OP message classes and are referred to as "daily ISIRs."

- ISIRs are generated as the result of a query request to the ISIR Datamart via FAA Access to CPS Online. ISIRs are returned to school or state agency destination points in the ISRF05OP message class and are referred to as "requested ISIRs."

- ISIRs are generated based on processing results at CPS to all schools listed on the transaction. ISIRs will be generated and returned in the IGCO05OP and IGSA05OP message classes and are referred to as "pushed ISIRS."

Each school subscribing to the "daily ISIR" service receives one ISIR for every student who lists their school on the FAFSA. Regardless of the service a school has signed up for, all schools will receive "pushed ISIRs." Servicers receive only one ISIR per destination point.

ISIR Message Classes

ISIRs are generated in response to input from your school or other schools, such as FAFSAs, FAFSA corrections and CPS generated transactions. ISIRs requested by schools are transmitted to the SAIG in one of three message classes:

- **ISRF05OP – Requested ISIRs**

   ISIRs in this message class are requested and returned to the school in response to ISIR Datamart requests via FAA Access to CPS Online. The school receives one ISIR for every record that meets the ISIR query criteria.

- **IGCO05OP and IGSA05OP – Pushed ISIRs**

   ISIRs in these message classes are system-generated and returned/pushed to the school as a result of transactions processed by CPS. If a data element on a correction record sent by a school causes a change to the EFC, the ISIR will be sent in this message class. There are several instances when the CPS system generates an ISIR for a student:

   - EFC value change

   - SAR C Flag change between transactions

   - Hold File status changes

   - CPS reprocessing of records due to formula changes

   - CPS receives changed information via NSLDS Post-Screening or DHS Secondary Match

- **IDAP05OP, IDCO05OP and IDSA05OP – Daily ISIRs**

  ISIRs in these message classes are generated daily in response to FAFSAs or corrections entered by you or at a site other than your school or state agency. These ISIRs are generated in response to:

  - Paper FAFSAs or SARs by the Image Data Capture (IDC) processor

  - Electronic FAFSAs, Renewal FAFSAs on the Web, or Corrections on the Web

  - Electronic FAFSAs or corrections on FAA Access to CPS Online

  - Electronic FAFSAs or corrections by another EDE school or third party servicer

Note: If an ISIR receives a reject code of 14, 15, or 16 (missing signatures), the school and state agency receive the full ISIR electronically. As with other rejects, an EFC is not computed until the reject is resolved.

State Agency Options

State agencies can combine processed FAFSA data from CPS with common loan application data to guarantee Federal student loans and/or with state data to award state scholarships and grants.
As destination points, state agencies can automatically receive ISIRs from the CPS or request ISIRS from the Datamart. The new message classes used by state agencies for 2004-2005 are listed below.

IDNR05OP	Daily State Agency ISIR Non-Resident
IDRE05OP	Daily State Agency ISIR Resident
IGNR05OP	CPS Pushed State Agency ISIR Non-Resident
IGRE05OP	CPS Pushed State Agency ISIR Resident
ISRF05OP	Requested ISIR Data from the ISIR Datamart

You would set up your ISIR request preference in the Participation Management System. For more information regarding the Participation Management System, contact CPS/WAN Technical Support through e-mail at **cpswan@ncs.com**, or at 800/330-5947.

Electronic Corrections

Schools with destination points enrolled for electronic correction processing are able to transmit corrections to FAFSA data via the FAA Access to CPS Online.

FAA Access to CPS Online allows schools to enter and edit correction data according to the CPS system requirements. Schools, however, may choose to develop their own software or system to enter, edit, and format correction data. Specifications for developing correction software are provided in the remainder of this section.

Correction data is submitted in the CORR05IN message class and is returned in the IDCO05OP or IGCO05OP message class.

General Correction Entry Specifications

Only corrected information from a student's record, not the complete applicant record, is transmitted to CPS. This approach minimizes the transmission volume. Correction information is transmitted as a fixed-length record. The layout and description of this record is in the Record Layouts section, Correction Export Record Layout (CORR05IN).

Creating a Correction Record

Use the following steps to create a Correction record:

1. In the first position of the record, enter 5 to indicate this is a correction to a 2004-2005 applicant transaction.

2. In positions 2 through 10, enter the applicant's original Social Security Number (SSN). This is the number reported by the applicant on the FAFSA form and does not reflect any corrections to the SSN that might have been made.

3. In positions 11 and 12, enter the first two letters of the original applicant's last name. These are the letters reported by the applicant on the FAFSA form and do not reflect any corrections to the last name that might have been made.

4. In positions 13 and 14, enter the transaction number of the applicant record being corrected. For example, enter 01 to correct the first transaction on file at CPS. The transaction does not necessarily have to be the latest one on file at CPS. If the transaction number being corrected is not on the CPS database, the record is rejected. If you want to correct the most recent transaction, you can enter 99.

Note: When making a correction using transaction 99, corrections to SAR field number 086 (the first Federal School Code) and field number 113 (DRN) must also be provided on the record.

5. In positions 15 through 17, enter the SAR number of the SAR field being corrected. Each correctable field has a three-digit SAR number associated with it. For example, enter 001 to correct the student's last name. The SAR numbers with valid field content are provided in the Correction Data Entry Specifications table found in the Processing Codes section.

6. In positions 18 through 52, enter the new value for the field being corrected.

7. In positions 471 through 520, enter or correct the student's e-mail address.

8. In positions 521 through 522, enter "1C" for the Transaction Data Source/Type Code.

9. In positions 523 through 530, enter the transaction receipt date. This is the date you received the correction information from the student.

10. In positions 543 through 548, enter the Federal School Code of the school making the correction.

Note: To correct a field to blank, enter a single asterisk (*) left-justified in that field. The Correction Data Entry Specification table, in section 4, distinguishes which fields can be corrected to blank as not all fields can be.

Up to 12 SAR data fields can be corrected on a single record. Repeat steps 5 and 6 using the remaining data fields on the Correction record if more than one field is being corrected. If more than twelve fields require correction, an additional record must be created, repeating steps 1 through 10.

Detailed Data Entry Specifications

Each corrected value must meet certain standards; otherwise, the Correction record is rejected. Field-by-field data entry specifications are provided in the Processing Codes section. For each field, these specifications identify the type (character, numeric, or signed-numeric), acceptable length, whether the field is correctable, whether the field is correctable to blank, and the valid values for the correction.

Keep the following items in mind:

- Left-justify the corrected value within the data field on the Correction record, while zero-filling numeric fields up to the valid maximum length of the field and leaving empty positions to the right blank. For example, to correct the number of family members to 5, enter 05 in positions 18 and 19, leaving positions 20 through 52 blank. To correct the student's last name to Smith, enter SMITH, in uppercase letters as the layout notes, in positions 18 through 22, leaving positions 23 through 52 blank.

- All 9s in a field indicate the reported or calculated value is greater than or equal to the value of all 9s. Blanks are allowable in some fields.

- Fields can contain one of three data types, character, numeric or signed numeric.

A negative entry is acceptable for a limited number of fields. The Correction Data Entry Specifications table in the Processing Codes section identifies the fields in which a negative is acceptable under the Justify Signed column and the Valid Field content column. The Signed Numeric Fields table on the next page defines the signed fields. With signed numeric fields, the sign is always implied in the right most character of the field. For example, if the Student's Adjusted Gross Income (AGI) field contains a value of negative 3507, the record will contain 00350P. Because the AGI value does not contain as many bytes as the correction field, the record must have leading zeros. The following digits are the AGI value with the exception of the last digit. To determine the last digit use the chart below. Determine if the value is positive or negative and select the corresponding value for the last digit. The following chart explains the conversion of the sign and the number:

Positive Values		Negative Values	
{ 0	E 5	} 0	N 5
A 1	F 6	J 1	O 6
B 2	G 7	K 2	P 7
C 3	H 8	L 3	Q 8
D 4	I 9	M 4	R 9

Signed Numeric Fields Table

ISIR Field #	SAR Field #	Field Length	Field Name	Valid Field Content	Found Only on ISIR
38	035	6	Student's Adjusted Gross Income from IRS form	-999999 to 999999 Blank	N
41	038	6	Student's Income Earned from Work	-999999 to 999999 Blank	N
42	039	6	Spouse's Income Earned from Work	-999999 to 999999 Blank	N
76	073	6	Parents' Adjusted Gross Income from IRS form	-999999 to 999999 Blank	N
79	076	6	Father's/Stepfather's Income Earned from Work	-999999 to 999999 Blank	N
80	077	6	Mother's/Stepmother's Income Earned from Work	-999999 to 999999 Blank	N
157		6	Assumed Student's AGI	-999999 to 999999 Blank = No assumption	Y
159		6	Assumed Student's Income from Work	-999999 to 999999 Blank = No assumption	Y
160		6	Assumed Spouse's Income from Work	-999999 to 999999 Blank = No assumption	Y
174		6	Assumed Parents' AGI	-999999 to 999999 Blank = No assumption	Y
176		6	Assumed Father's/ Stepfather's Income Earned from Work	-999999 to 999999 Blank = No assumption	Y
177		6	Assumed Mother's/ Stepmother's Income Earned from Work	-999999 to 999999 Blank = No assumption	Y

Signed Numeric Fields Table (Continued)

ISIR Field #	SAR Field #	Field Length	Field Name	Valid Field Content	Found Only on ISIR
205		7	TI: Total Income	-9999999 to 9999999 Blank = None Calculated	Y
207		7	STX: State and Other Tax Allowance	-9999999 to 9999999 Blank = None Calculated	Y
210		7	AI: Available Income	-9999999 to 9999999 Blank = None Calculated	Y
211		7	CAI: Contribution From Available Income	-9999999 to 9999999 Blank = None Calculated	Y
212		9	DNW: Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
215		7	PCA: Parents' Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
216		7	AAI: Adjusted Available Income	-9999999 to 9999999 Blank = None Calculated	Y
220		7	STI: Student's Total Income	-9999999 to 9999999 Blank = None Calculated	Y
221		7	SATI: Student's Allowance against Total Income	-9999999 to 9999999 Blank = None Calculated	Y
223		9	SDNW: Student's Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
224		7	SCA: Student's Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
225		7	FTI: FISAP Total Income	-9999999 to 9999999 Blank = None Calculated	Y
226		7	SEC TI: Secondary Total Income	-9999999 to 9999999 Blank = None Calculated	Y
228		7	SEC STX: Secondary State Tax Allowance	-9999999 to 9999999 Blank = None Calculated	Y
231		7	SEC AI: Secondary Available Income	-9999999 to 9999999 Blank = None Calculated	Y

Signed Numeric Fields Table (Continued)

ISIR Field #	SAR Field #	Field Length	Field Name	Valid Field Content	Found Only on ISIR
232		7	SEC CAI: Secondary Contribution From Available Income	-9999999 to 9999999 Blank = None Calculated	Y
233		9	SEC DNW: Secondary Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
236		7	SEC PCA: Secondary Parents' Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
237		7	SEC AAI: Secondary Adjusted Available Income	-9999999 to 9999999 Blank = None Calculated	Y
241		7	SEC STI: Secondary Student's Total Income	-9999999 to 9999999 Blank = None Calculated	Y
242		7	SEC SATI: Secondary Student's Allowance Against Total Income	-9999999 to 9999999 Blank = None Calculated	Y
244		9	SEC SDNW: Secondary Student's Discretionary Net Worth	-999999999 to 999999999 Blank = None Calculated	Y
245		7	SEC SCA: Secondary Student's Contribution from Assets	-9999999 to 9999999 Blank = None Calculated	Y
246		7	SEC FTI: Secondary FISAP Total Income	-9999999 to 9999999 Blank = None Calculated	Y

Making Signature Corrections

Signature information is required to resolve signature rejects (rejects 14, 15, and 16). Signature information does not need to be provided on other standard corrections unless you are using 99 as the transaction number. If you have a transaction that was a reject 14, 15, or 16, simply correct SAR field #100 (Signed By) to A (Applicant) or B (Both = Student and Parent), as appropriate.
If you need to add a signature to a student's record on the Web hold file, you must use the layout for Signature Record Export Record Layout (SIGS05IN) found in section 3, Record Layouts. You can correct the student or parent signature using this layout. You must make sure the student included your school on the FAFSA or correction.

Adding Your Federal School Code to Receive Electronic Data

A school cannot make an electronic correction unless the school has been designated on the applicant transaction. You can add your Federal School Code to the list of schools receiving data electronically along with correcting other fields on the record by using the Correction Record Layout (CORR05IN).

Follow these steps to add your Federal School Code and/or to make corrections:

1. In the first position of the record, enter 5 to indicate that this is a correction to a 2004-2005 applicant transaction.

2. In positions 2 through 10, enter the applicant's original SSN. This is the number reported by the applicant on the FAFSA form and does not reflect any corrections to the SSN that might have been made.

3. In positions 11 and 12, enter the first two letters of the original applicant's last name. These are the letters reported by the applicant on the FAFSA form and does not reflect any corrections to the last name that might have been made.

4. In positions 13 and 14, enter the transaction number of the applicant record being corrected. For example, enter 01 to correct the first transaction on file at CPS. The transaction does not necessarily have to be the latest one on file at the CPS. If the transaction number being corrected is not on the CPS database, the record will be rejected. You can use transaction 99 to add your school code to the most recent transaction on the CPS Database.

5. Enter 113 in the SAR Field Number Correction #1 field, positions 15 through 17 (corresponding to the SAR Field #113, the Data Release Number [DRN]).

6. Enter the student's DRN in Correction Data 1 field, positions 18 through 52. Remember to make it left-justified, and leave any unused bytes blank.

    Note: A unique DRN is assigned to each Title IV applicant. It appears only on paper SARs and ISIR records generated in response to electronic FAFSAs. If a valid DRN is not present on the Correction record containing the Federal School Code change, the record is rejected.

7. Enter the SAR field number associated with the Federal School Code position being changed in the SAR Field Number Correction #2 field, positions 53 through 55. Possible field numbers are 086, 088, 090, 092, 094, and 096.

8. Enter the Federal School Code in the Correction Data 2 field positions 56 through 90. Remember to make it left-justified, and leave any unused bytes blank.

    The number can be changed only to the number of the participating EDE school submitting the correction. You also must enter this number in the EDE Federal School Code field, positions 543 through 548. If the codes in these two fields do not match, the record is rejected.

    Schools may modify the Federal School Code and make other corrections to the applicant record on the same correction transaction.

9. Optional: In positions 471 through 520, enter or correct the student's e-mail address.

10. In positions 521 through 522, enter "1C" for the Transaction Data Source/Type Code.

11. In positions 523 through 530, enter the Transaction Receipt Date. This is the date you received the correction information from the student.

12. In positions 543 through 548, enter the Federal School Code of the school making the correction.

Tips for Corrections

When you submit an ISIR correction to CPS, we use the transaction number you provide in positions 13 to 14 as a template. We make changes to the fields you indicated, leaving other fields unchanged. Your Federal School Code must be one of the six listed, but it does not have to be the first college choice on the transaction to be processed by CPS. You can receive the processed results in the IDCO05OP or IGCO05OP message class.

If you are submitting a Dependency Override or FAA Adjustment (professional judgment) as part of the Correction record, only your school receives the resulting corrected ISIR transaction. Also, do not send a Dependency Override correction with a FAA Adjustment to a transaction without an EFC. If there is no EFC, first send the Dependency Override with any other corrections necessary to obtain an EFC. Then, submit the FAA Adjustment to the transaction with the dependency override and the EFC.

Rejected Correction Records

The two categories of rejections for submitted Correction records, transaction and compute rejects are:

- **Transaction Rejects** – A transaction reject prevents the Correction record from being applied to the student's record. If a record is rejected for one or more reasons, the school receives an error report in message class CORE05OP (see EDE Record Level Error Report Import Record layout in the Record Layouts section). No ISIR is created.

- **Compute Rejects** – CPS contains a series of edits that evaluate all incoming FAFSA and correction data for consistency and completeness. These edits apply to all data from electronic, Web, and paper input. EFC is not computed for a correction rejected for a compute reject reason. However, an ISIR is produced. Correction ISIRs with a compute reject are returned in the IDCO05OP message class. The reasons for the compute reject are coded on the ISIR in positions 690 through 703. Refer to the Processing Codes section for information on interpreting these reject codes.

The two types of FAFSA compute reject reason codes are:

1. Numeric – Certain data items MUST be corrected before a valid ISIR can be generated (Non-Verifiable).

2. Alphabetic – Certain data items MUST be either corrected or verified before a valid ISIR can be generated (Verifiable). An alphabetic reject reason code is a verifiable data element, meaning the data given is questionable but could be correct.

In the paper system, a student can verify a data field by re-entering the same information in the SAR correction column for the field in question. In the electronic process, the school may verify the data (re-enter the data as a "correction"), or set the appropriate reject override (found at the end of the CORR05IN Record Layout in positions 537 through 542), and transmit the correction record to CPS. Data that must be verified or corrected in response to each reject reason is provided in the Processing Codes section.

A student's record may not have an EFC if the record contains questionable data and has a FAFSA reject reason code(s). The reject reason codes are found in positions 690 through 703 on the ISIR. They explain the questionable and highlighted field(s).